FY06 Training Plan

Access 2000 Basic

Participants explore designing tables, working with records, creating and running queries, and designing and printing labels and reports.

14 Dec	-	15 Dec
15 Feb	-	16 Feb
26 Apr	-	27 Apr
20 Jun	-	21 Jun
22 Aug	-	23 Aug

Access 2000 Intermediate

Students learn the various types of Action queries as well as the use of Parameter values in queries. They create crosstab queries and also explore the use of calculations and formulas in both query and form design, and forms.

25 Jan	-	25 Jan
22 Mar	-	22 Mar
16 May	-	16 May
19 Jul	-	19 Jul
28 Sep	-	28 Sep

Action Officer Course

This course is designed to equip Navy Personnel Command members with the skills to carry out Action Officer Duties. The course consists of classroom and web-centric instruction and a number of hands-on exercises to introduce and refine Action Officer skills. Target audience: All personnel involved in Action Officer Duties

22 Mar	-	22 Mar
18 May	-	18 May

ADAMS for Supervisors

Supervisors should attend the 1-day course within two years of being placed in a supervisory position and repeat every 5 years. This course is required for all E-5 and above personnel in first-line supervisory positions. Civilians who supervise naval personnel should also attend. To enroll in this course, please email DCCS Mark Treglia at mailto:Mark.Treglia@navy.mil or call 874-3061.

20 Dec	-	20 Dec
17 Jan	-	17 Jan
21 Feb	-	21 Feb
21 Mar	-	21 Mar
18 Apr	-	18 Apr
16 May	-	16 May
20 Jun	-	20 Jun
18 Jul	-	18 Jul
15 Aug	-	15 Aug
19 Sep	-	19 Sep

Advanced Leaders

The Advanced Leadership Development Program (ALDP) replaces the CPO Leadership Training course (LTC). Course is offered via Mobil Training Team as part of the Naval Leadership Development Program
Attendees are defined as: those sailors, E6- E7, assigned the leadership roles and responsibilities for planning and executing divisional/departmental functions; to include the professional and personal growth of those personnel assigned.
REQUIRED E-LEARNING LESSONS CAN BE ACCESSED BY GOING TO Navy E-Learning.

9 Jan	-	19 Jan
21 Aug	-	31 Aug

Annual EO Refresher

This annual training is for all personnel. This course covers military and civilian annual Equal Employment Opportunity training requirements. Our goal is to review and reinforce the Navy's Core Values by ensuring members recognize when Navy Core Values are being compromised and what to do when it happens.

6 Dec	-	6 Dec
6 Dec	-	6 Dec
15 Dec	-	15 Dec
10 Jan	-	10 Jan
10 Jan	-	10 Jan
19 Jan	-	19 Jan
7 Feb	-	7 Feb
7 Mar	-	7 Mar
4 Apr	-	4 Apr
17 Apr	-	17 Apr
2 May	-	2 May
16 May	-	16 May
6 Jun	-	6 Jun
14 Jun	-	14 Jun
20 Jun	-	20 Jun
11 Jul	-	11 Jul
19 Jul	-	19 Jul
1 Aug	-	1 Aug
8 Aug	-	8 Aug
30 Aug	-	30 Aug
12 Sep	-	12 Sep
14 Sep	-	14 Sep
18 Sep	-	18 Sep

Assertiveness Skills for Supervisors and Managers

Participants learn to effectively confront problematic behavior in themselves and others to reach workable solutions. Assertive managers and supervisors project a confident image which strengthens team leadership efforts. Participants learn the causes and solutions to common misunderstandings. They learn to give and take constructive criticism and build healthy relationships, both personally and professionally. Participants will be able to diffuse emotionally-charged events and increase their effectiveness and that of their team.

14 Dec - 14 Dec

Basic Naval Correspondence Course

This is a basic level course on the Navy Correspondence Manual. It will focus on the basics: Naval letter, formatting, Navy memos, electronic correspondence, and the Standard Subject Identification Code (SSIC) Manual. This course is highly recommended for YN's and PN's who wish to review their knowledge of writing per the Correspondence Manual and employees new to Navy correspondence.

5 Jan - 5 Jan
16 Mar - 16 Mar
6 Apr - 6 Apr
11 May - 11 May
8 Jun - 8 Jun
13 Jul - 13 Jul
10 Aug - 10 Aug

Building High Performance Teams

In this course, the team model centers around the value proposition of the team as it compared to current expectations to achieve the desired team objectives during the life of the team. Every team member has value. Some have not realized their value potential and gaining that value from all team members for the team benefit is the essence of this course.

2 May - 2 May

Career Management and Career Planning for Senior Enlisted

A five day seminar presented by professional career transition consultants who specialize in training senior military service personnel in how to transition to a private sector career (NOTE: This is not a substitute for the required Transition Assistance Program required by law prior to separation/retirement). Open to Military members of NAVPERSCOM E-7 and above. Priority will be given to military members that have approved Fleet Reserve/Retirement orders. If a specific class has not been filled within 30 days of convening....seats will be opened to members considering transitioning in the near future (within the next 24 Months). The first three days of the seminar will consist of a Career Transition seminar. The fourth and fifth days will be set aside for one-hour individual meetings with the seminar leader.

24 Jul - 28 Jul

Career Management and Career Planning for Senior Officers

A five day seminar presented by professional career transition consultants who specialize in training senior military service personnel in how to transition to a private sector career (NOTE: This is not a substitute for the required Transition Assistance Program required by law prior to separation/retirement). Open to Military members of NAVPERSCOM 0-4 and above. Priority will be given to military members that have approved Fleet Reserve/Retirement orders. If a specific class has not been filled within 30 days of convening....seats will be opened to members considering transitioning in the near future (within the next 24 Months). The first three days of the seminar will consist of a Career Transition seminar. The fourth and fifth days will be set aside for one hour individual meetings with the seminar leader.

12 Jun - 16 Jun

Command Managed Equal Opportunity

This is a 4.5-day course designed to provide CMEO Managers and other program managers with basic knowledge and skills to administer and manage the CMEO program. This course covers CMEO Objectives; Core Values and Diversity; CMEO Roles and Responsibilities; Extremist Activities; Management of Pregnant Servicewomen; Fraternization Policy; Sexual Harassment; Homosexual Conduct Policy; General Policies and Regulations; Role of the Command Training Team (CTT); Presentation/Facilitation Skills; Informal Resolution; Formal Resolution and Administration; Assessment Process; and Practicum.

10 Jul - 14 Jul

Command Training Team Instructor Course

This courses trains faciliators for the command training team. Facilitators from the Pensacola Mobile Training Teams conduct this course annually in Millington to provide facilitators for the command training team.

16 May - 19 May

Common Sense Computing

Viruses, Trojans, and WORMS…Oh My! This 4-hour course will provide the participant with a working knowledge of common sense computing practices. Topics include, Virus Threats, Cookies, Identity Theft, Firewalls, and Data Security. Target audience: All

24 Jan - 24 Jan
10 Apr - 10 Apr
6 Jul - 6 Jul
6 Sep - 6 Sep

Communication Skills, Part I

Anyone who is responsible for communicating with others inside or outside of the organization should attend this course   Participants will learn communication strategies and techniques that will enable them to:
·Double the amount of information received by using active listening skills
·Communicate assertively and confidently, without coming off as overly aggressive
·Work effectively with people whose personalities and communication styles differ from their own
·Diplomatically handle tough situations by knowing exactly "what to say when"
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

28 Feb - 28 Feb

Communication Skills, Part II

Anyone responsible for communicating with others inside or outside of the organization should attend this course. Participants will learn communication strategies and techniques that will enable them to:
· Make a positive impression when they speak
· Develop a persuasive presence
· Use their physical surroundings to their advantage when interacting with bosses, coworkers and clients
· Recognize and eliminate self-sabotaging interpersonal communication habits
· Avoid inadvertent mistakes in speech and work choices that can ruin credibility and hold them back
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

28 Mar - 28 Mar

Conflict Management Skills

This course is for anyone wanting to learn how to deal with conflict and confrontation in the workplace. Participants will learn strategies and techniques that will enable them to:
· Know exactly "what to say when" to handle tough workplace situations
· Effectively manage your anger and defuse the anger of others
· Diagnose disagreements to determine what's really going on
· Keep a tense situation from escalating with proven communication techniques
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

27 Jun - 27 Jun

Contracting Basics for CORs

Participants master the position of Contracting Officer's Technical Representative (COTR) or Contracting Officer's Representative (COR), pivotal roles for virtually every contract. This course is designed for COTRs, CORs, project officers and task managers. Participants focus on the key elements of various types of government contracts; the appropriate role of the COTR/COR; how to administer contract terms and conditions; avoid or resolve disputes; and avoid conflicts of interest.

19 Dec - 23 Dec

Coping and Stress

This course will enable participants to gain important insights into how stress in one life area impacts other areas, how coping resources in one area can be used to decrease stress in another, and how stress, coping resources, and overall life satisfaction are all closely related.

6 Dec	-	6 Dec
23 Feb	-	23 Feb
23 Mar	-	23 Mar
22 Jun	-	22 Jun
8 Aug	-	8 Aug

Customer Service - Skills & Strategies

This customer service course is designed to teach customer service providers the skills and techniques that build upon and enhance the service culture in Naval Personnel Command. Participants gain an understanding of the benefits of a service culture and the skills to achieve it. With tools from this course, participants are equipped to provide a model for customer service relationships, how to reduce stress and create positive outcomes.

13 Dec	-	14 Dec
15 Feb	-	16 Feb
13 Mar	-	14 Mar
18 Apr	-	19 Apr
23 May	-	24 May

Defense Travel System (DTS) Training for AOs and COs

This training is for DTS COs and AOs. It is designed to familiarize you with your duties and responsibilities as a Certifying Officer (CO) or Accountable Official (AO) in DTS per Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. This training is based on the current guidance contained in the Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, Chapter 33. Upon completion of the Certifying Officer's Legislation (COL) Training, a DD form 577 will be required prior to your being assigned a permission level within DTS.

7 Dec	-	7 Dec
9 Feb	-	9 Feb
5 Apr	-	5 Apr
7 Jun	-	7 Jun
16 Aug	-	16 Aug

Detailer Communications - Skills & Strategies

This course is designed to teach custorer service providers the skills and techniques that build upon and enhance the service culture in Naval Personnel Command. Personnel attending this course will gain an understanding of the benefits of a service culture, and the skills to achieve it. With tools from the course, personnel will be equipped to provide to members of the Navy quality customer service.

10 Jan	-	11 Jan
7 Feb	-	8 Feb
7 Mar	-	8 Mar
11 Apr	-	12 Apr
9 May	-	10 May
13 Jun	-	14 Jun
18 Jul	-	19 Jul
15 Aug	-	16 Aug
5 Sep	-	6 Sep

Effective Listening

This course is for anyone who would like to improve their listening skills. This course focuses on the importance of effective listening in and out of the work environment. It allows an individual to first understand their listening styles and tendencies when they communicate orally either in person or over the phone, and teaches the individual how to identify communication barriers in themselves and others to improve the effectiveness of the communication process. Each participant will explore their personal listening profile and come to value the differences between people when communication is occurring. Non-verbal and verbal techniques for improving communication will be explored and emphasized in class.

18 Apr	-	18 Apr

Effective Public Speaking

What does it take to be able to speak well in public? This course reviews the tried and true methods used by such groups as Toastmasters International, Dale Carnegie, and the Johns Hopkins University MBA Program's course in managerial communications to teach participants how to effectively speak in public. Time for practice and constructive feedback help participants to apply lessons learned. Video taped assignments with feedback. Target audience: All

12 Apr	-	13 Apr
18 Jul	-	19 Jul

Enlisted Assignment Information System

The Enlisted Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at mailto:Tracy.Guerin@navy.mil or call 874-3248.

6 Dec	-	6 Dec
20 Dec	-	20 Dec
10 Jan	-	10 Jan
24 Jan	-	24 Jan

Essentials of Supervision

This course is intended for any newly appointed or designated civilian or military who supervises civilian employees. Supervisors are the primary link between management and the workforce, and the key to employee productivity. The quality of supervision exercised in an organization will largely determine the success or failure of that organization's mission and goals. New supervisors must receive the training they need in basic supervisory skills if they are to lead, motivate, and control their assigned staff.

21 Feb	-	24 Feb

Evelyn Wood Reading Dynamics

This is a time-tested program taken by millions, including U.S. presidents, business leaders, and world figures. Evelyn Wood Reading Dynamics is powerful system of practical, proven techniques guaranteed to make participants faster, better readesr. Participants increase their reading speed dramatically while improving comprehension and recall. If participants find it more and more difficult to handle the endless stream of information ... newspapers, periodicals, books, and correspondence, this dynamic workshop is exactly what they need. They will discover how to take rapid, abbreviated notes at meetings and presentations and still be able to recall the smallest details months, even years later.

7 Dec	-	7 Dec

Excel 2000 Advanced

This course is for anyone who would like to further their knowledge of Excel 2000. Participants explore tools that analyze and summarize data. They analyze worksheets by using Auditing tools and the Goal Seek and Scenario features. Participants are introduced to Excel's powerful built-in functions, including the IF function. They also explore several file techniques such as linking and protecting workbook files. Participants receive an extensive look at Excel's data management capabilities, such as sorting and filtering a data list, and how to create a Web document and perform Web queries.

15 Dec	-	15 Dec
14 Mar	-	14 Mar
13 Jun	-	13 Jun
14 Sep	-	14 Sep

Excel 2000 Basic

This course is for anyone who would like to learn Excel 2000. Participants create worksheets containing constant values and formulas, then modify the contents and appearance of these worksheets, and print them. There is an emphasis on features like the toolbar, drag and drop, shortcut menus; and automatic commands such as AutoFill, AutoSum, AutoCalculate, AutoComplete, and AutoFormat.

8 Dec	-	8 Dec
5 Jan	-	5 Jan
6 Apr	-	6 Apr
13 Jul	-	13 Jul

Excel 2000 Intermediate

Participants explore worksheet and chart capabilities in Excel 2000, including special toolbars, multiple workbooks, windows, titles, and views. The course includes practice creating and using named data ranges. Participants use formatting features including fonts and styles, and create graphic objects to enhance documents. Participants also use chart tools and the Chart Wizard to create both embedded charts and separate chart documents.

13 Dec	-	13 Dec
7 Feb	-	7 Feb
11 May	-	11 May
15 Aug	-	15 Aug

Facilitator Skills

This seminar was designed specifically to teach pertinent down to earth pointers to trainers. Participants learn to motivate adult students, to get better feedback and to accurately measure training effectiveness. This two-day course is designed for anyone from GMT instructors and INDOC presenters to classroom facilitators. Learn the techniques used to energize and stimulate interest and adult learning theory. Participants will practice recognizing and responding to non-verbal cues from participants and the use of voice projection and movement.

31 Jan - 31 Jan
20 Mar - 20 Mar
16 May - 16 May
31 Aug - 31 Aug

First Line Leadership Development Program

(NOTE: This course replaces the E-5 Leadership Training Continuum (LTC) course.) The FLLDP is offered via the Mobil Training Team as part of the Naval Leadership Development Program. Sailors, E3-E5, who will be assigned their first leadership position within the chain of command and responsible for the growth, development, and daily direction of subordinates (e.g., positions such as work center supervisor, flight line leader, crew leader, etc.) must attend this course. Previous completion of the E-5 LTC satisfies leadership development requirements for FLLDP position assignments. REQUIRED E-LEARNING LESSONS CAN BE ACCESSED BY GOING TO NAVY E-LEARNING.

27 Feb - 9 Mar
5 Jun - 15 Jun

Focus: Achieving Your Highest Priorities (Time Management)

This course will help you think differently about how you spend your time and give you the tools to:
1. Increase productivity by identifying and focusing on your top priorities.
2. Enhance chances of success by setting goals that align with your most important objectives.
3. Keep focused with a planning system that integrates the tools you use (planner, PDA, desktop).
4. Effectively manage all the information that comes acress your desk (e-mail, voicemail).
5. Reduce stress by recognizing and eliminating low-priority activities and distractions.
This course replaces the Franklin-Covey Time Management course previously offered. Target audience: All

12 Jan - 12 Jan
6 Apr - 6 Apr
20 Jul - 20 Jul

Grammar and Usage Seminar

This course is designed to teach employees how to produce polished, professional and intelligent projects. This seminar will bring grammar rules down to easy to understand tips and guidelines that work on the job. Where could this training benefit your people most? The skills your people will learn in this seminar will go a long way toward helping them work more effectively, gain more recognition and responsibility, enhance their professional image and advance their careers.

7 Mar - 7 Mar

Handling Information Overload

When I get to work, I check my email, my faxes, my voicemail and the messages on my desk, and then it's time to go home." -- Office joke, circa 1997

This statement is more accurate today than ever before. Participants receive tips on how to tame the information "beast". Topics covered include: Managing Email Glut, Avoiding "Voice Mail Hell", Managing Meetings, and Documenting What You Do. Target audience: All

14 Mar - 14 Mar
18 May - 18 May
25 Jul - 25 Jul

Human Resources Management: Introduction

This course is for administrative specialists, management analysts, and technicians who assist in handling human resources issues. Merit system principles and prohibited personnel practices drive both Title V and Non-Title V human resources management decisions. This course provides a high-level overview of federal human resources management to overall management of the organization.

8 Mar - 10 Mar

Introduction to Employee Development

Gain a comprehensive understanding of changing roles of human resources department (HRD) in government. You explore the legal requirements and policy guidance in federal employee training and development, the trainer's role as a management consultant and business partner and the value of a systematic approach to performance needs analysis and instructional development.

9 May - 11 May

Introduction to Federal Accounting

This course is for federal accounting technicians and clerks who want to sharpen their accounting expertise. It all begins here. This in-depth course provides a solid foundation on which to build your career in federal accounting. Master the key concepts of federal government accounting, including accrual concepts; maintaining accurate journals and journal vouchers; managing accounts and ledgers; running trial balances and adjusting entries; and reading financial statements. This course is required for the Certificate of Accomplishment in Financial Management.

1 May **-** 4 May

Introduction to Federal Budgeting

Receive a solid foundation in the principles and concepts of the budget process. This course is designed for anyone with funds control responsibilities. You learn how to develop goals and prepare and modify a budget. Topics covered include key players and their roles; appropriation types and their characteristics; the fours phases of budgeting; and the purpose of mid-year reviews. This is a required course for the Certificate of Accomplishment in Financial Management.

11 Jul **-** 13 Jul

Introduction to Financial Management

Master the fundamentals in the laws, critical concepts, procedures, and policies involved with sound federal financial management. This course is designed for analysts, administrative officers, auditors, and other financial management staff. You learn to link management, budgeting, and auditing to performance measurement; recognize the primary requirements of financial systems; and adhere to government-wide policies. This course is required for the Certificate of Accomplishment in Financial Management.

11 Apr **-** 13 Apr

Introduction to Strategic Human Capital Management

Human resource leaders/specialists, supervisors, managers, management analysts, and program specialists should attend this course. The goal of this introductory course is to provide human resources specialists/leaders, supervisors, and managers with a solid foundation in strategic human capital management concepts, principles, and best practices. The course equips participants with an understanding of the skills needed to align human resources goals and budgets with their agencies' missions and how to use metrics to identify needs and outcomes and measure progress toward the identified outcomes.

17 Jan **-** 18 Jan

Management, Critical Thinking and Decision Making Skills

This course is for anyone required to handle "management" roles and responsibilities. Participants will learn strategies and techniques that will enable them to:
· Take on new roles and responsibilities within the organization
· Make decisions with the boss's blessing and with confidence
· Effectively lead and manage others with credibility and authority
· Quickly analyze problems and take decisive action to achieve resolution
· Learn how to foster creativity and collaboration from those you work with
· Gain the reputation of a highly-professional and efficient administrative professional
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

22 Aug **-** 22 Aug

Managing a Diverse Workforce Workshop

This instructor-led course takes a look at how organizations can work effectively in the present-day, globalize marketplace. This course has been adapted to the unique working environment of the U. S. Navy and it's civilian employees. The course includes definitions, theories and case studies that re-enforce and emphasize the contributions of each individual in an organization. Classroom discussion includes lecture from the instructor, class discussion groups, and case study analysis.

18 Jan **-** 18 Jan

Mistake Free Grammar and Proofing

Do you recall the basics of business English, need a refresher? If so, this workshop is for you. It is fun, exciting and engaging. Participants learn the 16 grammar rules every professional must know; all about capitalization and punctuation; painless proofreading techniques for finding errors in numbers, prices, codes, dates, etc; the 6 key spelling rules (and their most troublesome exceptions); and commonly misused words and how to use them correctly.

12 Sep **-** 12 Sep

NPC Orientation

This program is held on a regularly scheduled basis as announced by the Training Section (PERS-331E). The indoctrination program integrates military and civilian topics to emphasize the team concept necessary at NPC. This program is designed to provide the following services to newly reporting personnel:
* Introduce you to the PERS-331E Military and Civilian Staff.
* Familiarize you with NPC through guest speakers, who provide a brief overview of their specific PERS code.
* Familiarize you with the Navy Mid-South area Facilities through guest speakers.
* Familiarize you with the city of Memphis and its many attractions.

5 Dec	6 Dec
9 Jan	10 Jan
6 Feb	7 Feb
6 Mar	7 Mar
3 Apr	4 Apr
1 May	2 May
5 Jun	6 Jun
10 Jul	11 Jul
7 Aug	8 Aug
11 Sep	12 Sep

NSPS-Coaching for High Performance - Supervisor

The workshop focus is to share with you the business case for change, the key drivers needed to be present to create a high-performance workforce, and the necessity of the Department of the Navy leaders to come together and develop a shared commitment to excellent performance through embracing the importance of coaching. Coaching is perhaps the most effective method of increasing performance available to managers and supervisors. Pre-work - complete Harvard's eLearning program entitled "Coaching for Results" and review Harvard's ManageMentor programs entitled "Coaching" and "Giving and Receiving Feedback" available through NKO at https://wwwa.nko.navy.mil.

22 Mar	22 Mar

NSPS-HR Systems Elements for Employees

This course focuses on the basics of NSPS such as compensation, staffing provisions, classification, employee appeals, RIF and performance management. It is a pre-requisite for NSPS-HR Performance Management for Employees.

13 Jan	13 Jan
17 Jan	17 Jan
18 Jan	18 Jan
19 Jan	19 Jan
20 Jan	20 Jan
26 Jan	26 Jan
27 Jan	27 Jan
31 Jan	31 Jan
1 Feb	1 Feb
2 Feb	2 Feb
3 Feb	3 Feb
7 Feb	7 Feb
8 Feb	8 Feb

NSPS-HR Systems Elements for HR Practitioners

This course focuses on the basics of NSPS and the effect of the migration on the HR office; mass conversions; staffing provisions, classification; employee appeals; RIF; and performance management. Enrollment is restricted.

10 Jan	12 Jan

NSPS-HR Systems Elements for Managers and Supervisors

This course focuses on the basics of NSPS such as compensation, staffing provisions, classification, employee appeals, RIF and performance management. It is a pre-requiste for NSPS-Performance Management for Managers and Supervisors.

11 Jan	11 Jan
12 Jan	12 Jan
17 Jan	17 Jan
18 Jan	18 Jan
23 Jan	23 Jan
3 Feb	3 Feb

NSPS-Performance Management for Employees

The workshop is designed for employees to acquire an understanding of the basics of NSPS, summarize the main elements for NSPS pay-for-performance plan, define their pay structure and identify how to succeed under NSPS by meeting project and organizational needs in support of the mission and organizational goals by participating in the development of SMART performance objectives. It has been customized for the Department of Navy to provide employees with the necessary knowledge and skills to maximize one's professional career by acquiring the critical tools to build strong rapport with leadership, understand how to utilize the 5 Vector to build a competency based career development plan, and accountabilities for one's career under the new pay-for-performance system. NSPS-HR Systems Elements for Employees is a pre-requisite for this course.

17 Jan	-	17 Jan
18 Jan	-	18 Jan
19 Jan	-	19 Jan
23 Jan	-	23 Jan
23 Jan	-	23 Jan
24 Jan	-	24 Jan
25 Jan	-	25 Jan
26 Jan	-	26 Jan
30 Jan	-	30 Jan
30 Jan	-	30 Jan
31 Jan	-	31 Jan
2 Feb	-	2 Feb
6 Feb	-	6 Feb
7 Feb	-	7 Feb
9 Feb	-	9 Feb
10 Feb	-	10 Feb
14 Feb	-	14 Feb
15 Feb	-	15 Feb
16 Feb	-	16 Feb
21 Feb	-	21 Feb
22 Feb	-	22 Feb
22 Feb	-	22 Feb
23 Feb	-	23 Feb
23 Feb	-	23 Feb
27 Feb	-	27 Feb
28 Feb	-	28 Feb

NSPS-Performance Management for Managers/Supervisors

The workshop provides the knowledge and skills to effectively utilize NSPS procedures and requirements to effectively manage employee performance in support of the mission and organizational goals. Pre-requisite for this class is NSPS-HR Elements for Managers and Supervisors.

19 Jan	-	20 Jan
24 Jan	-	25 Jan
26 Jan	-	27 Jan
1 Feb	-	2 Feb
1 Feb	-	2 Feb
8 Feb	-	9 Feb
9 Feb	-	10 Feb
13 Feb	-	14 Feb
13 Feb	-	14 Feb
15 Feb	-	16 Feb

Officer Assignment Information System

The Officer Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at mailto:Tracy.Guerin@navy.mil or call 874-3248.

5 Dec	-	5 Dec
19 Dec	-	19 Dec
9 Jan	-	9 Jan
23 Jan	-	23 Jan

Online Distribution Information System

Online Distribution Information System is a database system that allows authorized user the ability to perform variety of large OAIS or EAIS query operations. ODIS users can save (download) a query into a version of Microsoft Office interface, making it easier to share database files with users.   To enroll in this course, please email IT1 Tracy Guerin at mailto:Tracy.Guerin@navy.mil or call 874-3248.

7 Dec	-	7 Dec
7 Dec	-	7 Dec
21 Dec	-	21 Dec
21 Dec	-	21 Dec
11 Jan	-	11 Jan
11 Jan	-	11 Jan
25 Jan	-	25 Jan
25 Jan	-	25 Jan

Organization and Time Management Skills

This course is for anyone wanting to get better organized and manage time more effectively and become more productive. Participants will learn strategies and techniques that will enable them to:
· Organize anything from a messy desk to towering piles using a few basic steps
· Use "next-step thinking" to get tasks accomplished - instead of putting them off
· Boost productivity by identifying and eliminating time-eating habits and organizational hurdles
· End procrastination, perfection and other time traps forever!
· Say goodbye to missed deadlines by accurately estimating how long projects will take
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

25 Jul **-** 25 Jul

Outlook 2000 Basic

This course provides the student with hands on, step-by-step procedures in the basic use of Outlook 2000. Participants will start and navigate Outlook; create, edit, and print contacts; send, receive, and print e-mail messages; and schedule, edit and print appointments. Participants will also schedule-reschedule-cancel events, meetings, and track responses; schedule, edit and print tasks; create and view journal entries; and create and view notes. Participants will create and view notes; create, delete, move, copy and rename folders; find, arrange, and delete items; use Outlook Today; and use Outlook's integration features.

14 Feb **-** 14 Feb
18 Apr **-** 18 Apr
7 Jun **-** 7 Jun
2 Aug **-** 2 Aug

Outlook 2000 Intermediate/Advanced

This course is for anyone who would like to further their knowledge of Outlook 2000. Participants learn to customize the Outlook environment, add a shortcut to a Web page, create and run rules to organize the Inbox, filter specific types of messages using Outlook's Junk E-mail feature, import data into Outlook and export data from Outlook, create Office 2000 documents from Outlook, create a mail merged document using Outlook's Contact list, embed and link Office documents in Outlook items, grant Delegate access to a folder, modify default views and create new views and restrict the views used in a folder. Participants will also learn to create an AutoReply for the Out of Office Assistant, customize the Calendar, send a vCard, create a group for distributing e-mail, use other Contact folders for addressing e-mail, create recurring and regenerating tasks, create a custom toolbar and create a custom menu.

12 Jan **-** 12 Jan
8 Mar **-** 8 Mar
2 May **-** 2 May
6 Jul **-** 6 Jul
12 Sep **-** 12 Sep

PowerPoint 2000 Advanced

This course is for everyone who would like to become more proficient in the use of PowerPoint 2000. Participants receive hands on, step-by-step procedures in the advanced use of PowerPoint 2000. Students learn to add graphic text to an AutoShape and anchor the text, set indents and tabs and change line and paragraph spacing it text, apply shadow and 3-D effects to an object, save an object as a picture, work with categories in the Clip Gallery, define and select color schemes. Participants also learn to apply standard and custom fill colors to an object, import an outline from Word table and an excel chart into a slide, export a presentation to Word, specify animation effects form the toolbar, create hyperlinks in a slide show, and create minutes and create a list of action items during a slide show presentation.

11 Jan **-** 11 Jan
11 Apr **-** 11 Apr
13 Jul **-** 13 Jul

PowerPoint 2000 Basic

This course is for anyone who would like to become proficient in the use of PowerPoint 2000. Participants learn to start PowerPoint and understand the menus, views, toolbars, and dialog boxes; plan a presentation; enter, edit, format and replace text; work in Outline view to create new slides; add titles and subtitles; and copy, move, duplicate, and delete slides in Slider Sorter view. Participants also learn to recognize and understand uses of the Drawing and Picture toolbars; select, move and size objects; insert clip art; create and modify a graph using Microsoft Graph; finalize and present a slide show; and prepare a presentation for printing.

13 Feb - 13 Feb
9 May - 9 May
10 Aug - 10 Aug

PowerPoint 2000 Intermediate

This course is for everyone who would like to become proficient in the use of PowerPoint 2000. Participants discuss PowerPoint views; move and size objects; select, copy, find and replace text; identify and draw objects using the Drawing toolbar; copy and delete objects; flip-rotate-layer and group objects; and modify freeform objects. Participants also create and format a 3-D chart, Pie chart, and Combination chart; create and enhance an organization chart; create and enhance tables; create a custom slide show; and enhance a slide show with text transitions and animations.

7 Dec - 7 Dec
13 Mar - 13 Mar
13 Jun - 13 Jun
7 Sep - 7 Sep

Pre-Retirement Planning (CSRS & FERS) - Mid-Career

The Mid-Career Seminar is a one-day program, addressing issues key to the personal planning of employees ages twenty-five to fifty years of age. This represents the majority of the American work force today, interestingly, as we extend our working lives mid career will occur increasingly later in our lives. Our one-day Mid Career seminar addresses planning in 3 areas: Our Work - Our Finances - Our Family. LifeSpan's Mid Career seminars represent our most popular offering because it drives home the interrelationship of planning, and provides the tools necessary to successfully address your future.

16 Mar - 16 Mar

Pre-Retirement Planning (CSRS)

Participants learn about various pre-retirement planning strategies. Topics include Understanding Federal Benefits/ CSRS, Financial Planning, Legal Issues/Estate Planning, and Understanding Social Security.

14 Mar - 14 Mar

Pre-Retirement Planning (FERS)

Participants learn about various pre-retirement planning strategies. Topics include Understanding Federal Benefits/ FERS, Financial Planning, Legal Issues/Estate Planning, and Understanding Social Security.

15 Mar - 15 Mar

Presentation Skills Workshop

This course is taught in four 1/2-day sessions and is scheduled for the same day during the next four weeks. It is for anyone who makes presentations. Participants learn the five principles for an effective presentation in a military setting. They also learn to speak effectively; the use of audio-visual aids in presentation; and questions, challenges, and creative use of audience and space.

8 Feb - 8 Feb
15 Feb - 15 Feb
22 Feb - 22 Feb
1 Mar - 1 Mar

Primary Leadership Development Program

NOTE: Primary Leadership Development Program (PLDP) replaces the E-6 Leadership Training Continuum (LTC) Course). This course is offered via the Mobil Training Team as part of the Naval Leadership Development Program. Attendees are defined as those sailors, E5-E6, who will be assigned leadership roles and responsibilities for the planning and execution of divisional functions, to include the professional and personal growth of personnel within that division (e.g., positions such as LPO, Squad Leader, Assistant Platoon Commander, etc.). Previous completion of the E-6 LTC course satisfies leadership development requirements for PLDP position assignments. Completion of FLLDP is required prior to enrollment in this course. REQUIRED E-LEARNING LESSONS CAN BE ACCESSED BY GOING TO NAVY E-LEARNING.

3 Apr - 13 Apr

Professional Selling Skills

This seminar teaches customer service providers a process for conducting contact calls and the critical face to face skills needed to help customers make informed decisions. This program emphasizes the importance of focusing on customer needs, facilitating an open exchange of information, and ensuring mutual understanding and agreement. At the conclusion of this course you will be able to:

Recognize your customers needs. Identify when to open a call to conduct business. Position your opening statement. Identify when and how to probe and to build a clear, complete, mutal understanding of a customer's needs. Learn to develop the skill to use to provide information about your products and organization. Learn to close in reaching agreement with the customer on the appropriate next steps, if any, for moving a mutually beneficial decision forward. Learn to overcome customer indifference and resolve customer concerns.

Prerequisite for this course is Detailer Communication Skills and Strategies or Customer Service Skills and Strategies

24 Jan	-	26 Jan
27 Feb	-	1 Mar
28 Mar	-	30 Mar
25 Apr	-	27 Apr
30 May	-	1 Jun
20 Jun	-	22 Jun
25 Jul	-	27 Jul
22 Aug	-	24 Aug
19 Sep	-	21 Sep

Professionalism

Anyone with an administrative role in an organization should attend this course. Participants will learn strategies and techniques that will enable them to:
· Partner with their boss to achieve their goals
· Become more accountable and watch their credibility skyrocket
· Increase their knowledge of business etiquette and become the ultimate professional
· Bring their boss solutions instead of problems, and earn instant respect
· Adopt prioritization principles to put things first and never again work in chaos
This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

31 Jan	-	31 Jan

Project Management Boot Camp

This 5-day, hands-on course is aligned with the Project Management Institute's (PMI's®) Guide to the Project Management Body of Knowledge (PMBOK® Guide) and will help you understand and pull together all the knowledge areas and processes of project management in order to plan and execute successful projects. Templates are also included for project documentation, for example, a project charter, scope statement, and quality management plan. This course will provide you with a solid foundation on which to build the skills and expertise for managing projects within your own organization's environment; skills that ensure delivery of value to your customers and positive economic impact to the business. In this course you will learn the principles of project management along with industry best practices for applying those principles. The course is designed to teach you project management skills with a focus on the customer as an integral project partner. Program managers; project managers, and all others who work on a project team and desire a better understanding of the project management process and where they fit according to the global standard of project management should attend this course.   (NOTE: For those who wish to achieve their PMP certification, this course satisfies the 35 PDUs required prior to taking the PMP certification exam. However, the focus of this class is knowledge transfer and not PMP preparation for the exam.)

20 Mar	-	24 Mar

Resumix

Participants learn to properly submit an automated resume for "Federal Civilian" employment. They learn the Resumix format, the proper writing style, and the proper submission requirements. If you are anticipating a career in the federal job market, you should enroll. If you have accessed Resumix before, you must have your password to log in. Please bring a 3 1/2" disk to save your Resume onto.

21 Dec	-	21 Dec
18 Jan	-	18 Jan
8 Feb	-	8 Feb
9 Mar	-	9 Mar
12 Apr	-	12 Apr
9 May	-	9 May
8 Jun	-	8 Jun
11 Jul	-	11 Jul
9 Aug	-	9 Aug
20 Sep	-	20 Sep

Simplified Acquisition Procedures

Learn the latest simplified acquisition procedures necessary for those involved in making some of the millions of purchases of essential items and services required by federal agencies. Participants learn how to perform better by using the latest electronic enhancements in the acquisition process. Participants also learn about Federal Supply Schedules and other mandatory and non-mandatory sources of supply which will make their job easier.

14 Aug - 18 Aug

Simplified Acquisition Refresher

All government purchase personnel who need to refresh their knowledge of simplified acquisition procedures, as well as those who need warrant maintenance training should attend this course. This course is designed for persons who need to reacquaint themselves with the basic theories, practices, and concepts of simplified acquisition as well as those who require training to maintain their warrants. Participants review the principles and policies required for acquiring items and services including making decisions in soliciting, evaluating, awarding and administering simplified acquisitions. Practical exercises and case studies are included to provide reinforcement of the lessons.

24 Jan - 26 Jan

Time and Attendance

This course is required for all supervisors of civilians, certifiers, and timekeepers to gain a better understanding of Time and Attendance policies and procedures and the roles each play in the timekeeping process. (NOTE: ADMINMAN Article 0150-140 establishes Time and Attendance Training for all supervisors (military and civilian) of civilian personnel. timekeepers, and personnel assigned with responsibility of certifying civilian pay has been issued. The article can be read in its entirety by clicking on the hyperlink below:
http://web.persnet.navy.mil/admin/policies/adminman/0150-140.doc or
http://10.18.133.48/admin/policies/adminman/0150-140.doc.

21 Dec - 21 Dec
23 Mar - 23 Mar
22 Jun - 22 Jun
21 Sep - 21 Sep

Travel Regulations for Uniformed Personnel, JFTR-Vol. 1 (TDY)

All individuals who are involved with the processing or certifying of temporary duty travel (TDY) orders and claims for per diem travel and transportation allowances, and certain other allowances of uniformed service members (including regular and reserve components) should attend this course. Participants are updated on the current rules and regulations of TDY for military personnel and other members of the uniformed services covered by the JFTR-Vol. 1. They learn the rules for actual and reduced expense allowances, contract air fares, deductible meals and government mess use/availability, miscellaneous reimbursable expenses, per diem allowances, travel authorizations, use of travel cards, international travel and more.

25 Apr - 27 Apr

Turbo Prep Message System

TURBOPREP is the message preparation system that has replaced MTF. This course will teach you how to create messages in TURBOPREP, how to use DPVS with TURBOPREP and the electronic transmission of messages in TURBOPREP.

6 Dec - 6 Dec

Web Content Management System

This course will provide you training on the new Web Content Management System. It will show you how to use templates to create webpages. Target audience: Managers, Supervisors, and Web Content Managers

12 Dec - 12 Dec
26 Jan - 26 Jan
28 Feb - 28 Feb
29 Mar - 29 Mar
20 Apr - 20 Apr
18 May - 18 May
15 Jun - 15 Jun
26 Jul - 26 Jul
29 Aug - 29 Aug
26 Sep - 26 Sep

Who Moved My Cheese

This course is for anyone who would like to learn to handle change. The course is based on Dr. Spencer Johnson's best-selling book, "Who Moved My Cheese." Participants explore their own fears and approaches to change. They discover ways to increase success and reduce stress in times of change.

19 Jan - 19 Jan

Word 2000 Advanced

This course is for everyone who would like to become proficient in Word 2000. Participants explore many of the more advanced features of Word 2000 including designing templates and online forms, working with long documents and master documents that have tables of contents and index, and creating HTML documents that can be used on the World Wide Web.

21 Feb - 21 Feb
23 May - 23 May
29 Aug - 29 Aug

Word 2000 Basic

This course is for everyone who would like to become proficient in Word 2000. Participants explore the Word 2000 environment; create and edit a document; format text, pages and paragraphs; and preview and print a document.

21 Mar - 21 Mar
27 Jun - 27 Jun
19 Sep - 19 Sep

Word 2000 Intermediate

This course is for everyone who would like to become proficient in Word 2000. Participants explore using styles and templates, creating headers and footers, creating tables, performing calculations in tables, importing Excel worksheets into a Word document, inserting graphics, and mail merge.

19 Apr - 19 Apr
18 Jul - 18 Jul

Writing Advantage: FranklinCovey

Writing Advantage helps participants write with power and impact so they get their point across every time. Participants gain skills to: approach writing tasks with confidence; break assignments into manageable pieces to reduce stress and avoid writer's block; organize documents so they will be read immediately; improve productivity by collecting all necessary information before writing; increase credibility by communicating powerfully, logically, concisely, and professionally; motivate the reader to action through timely, accurate information; and get desired results with effective documents. This is a required course for the Professional Administrative Assistant Certificate Program, which is endorsed by the International Association of Administrative Professionals (IAAP).

16 Feb - 16 Feb
16 Mar - 16 Mar
20 Apr - 20 Apr
18 May - 18 May
22 Jun - 22 Jun
20 Jul - 20 Jul
17 Aug - 17 Aug
21 Sep - 21 Sep

Writing Performance Objectives

This course elaborates upon the qualities of good performance objectives and the process of writing them. It is concerned with how objectives are derived (i.e., their content) and how they are specified (i.e., their form). This course is for people who are writing performance objectives for the first time and for those who, although they might have done so before, find the task a difficult one. The goal of this course is to help make the task of writing work objectives easier and more productive.

12 Dec - 12 Dec

Writing Performance-Based Work Statements

Avoid project failures, substandard services, and delays in delivery and contract disputes by writing performance-based statements of work (SOW) with effective quality assurance surveillance plans. A must for program and project personnel as well as who need training in identifying inadequacies in SOW, this step-by-step course will teach participants how to write effective task descriptions, performance standards, quality assurance surveillance plans and more.

31 Jan - 2 Feb
9 May - 11 May